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1963



Annual Report

relating to municipal activities of the City of Berlin, New Hampshire

SIXTY-SIXTH

Annual Report

OF THE

CITY OF BERLIN, N. H.



1963

COVER PAGE: MAYOR AND CITY COUNCIL

Seated left to right: Charles Jeskey, John Sullivan, Mayor Edward L. Schuette
Lionel Parent, Robert Theriault.

Standing left to right: Alcide Saucier, Dominic Cellupica, Romeo Blouin,
Ronaldo Morin, Edward Langlois, Don Borchers, Dennis Kilbride, Sylvio Croteau

SMITH & TOWN, PRINTERS

BERLIN, NEW HAMPSHIRE



CITY OF BERLIN, New Hampshire

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CITY OF BERLIN, New Hampshire

MUNICIPAL DIRECTORY

FOR 1962-1963

MAYOR

EDWARD L. SCHUETTE

CITY COUNCIL

WARD 1

CHARLES JESKEY	DOMINIC CELLUPICA	ALCIDE SAUCIER
TERM EXPIRES 1964	TERM EXPIRES 1964	TERM EXPIRES 1966

WARD 2

RONALDO MORIN	ROMEO BLOUIN	JOHN SULLIVAN
TERM EXPIRES 1964	TERM EXPIRES 1964	TERM EXPIRES 1966

WARD 3

LIONEL PARENT	DON BORCHERS	EDWARD LANGLOIS
TERM EXPIRES 1964	TERM EXPIRES 1964	TERM EXPIRES 1966

WARD 4

ROBERT THERIAULT	SYLVIO CROTEAU	DENNIS KILBRIDE
TERM EXPIRES 1964	TERM EXPIRES 1964	TERM EXPIRES 1966

STANDING COMMITTEES 1962-1963

FINANCE--MAYOR, PARENT, MORIN, LANGLOIS
INDUSTRIAL DEVELOPMENT--MAYOR, PARENT, THERIAULT
ACCOUNTS AND CLAIMS--SAUCIER, BLOUIN, BORCHERS, KILBRIDE
CIVIL DEFENSE--KILBRIDE, CELLUPICA, MORIN, BORCHERS
ELECTIONS--CROTEAU, SAUCIER, BORCHERS, BLOUIN
FIRE DEPARTMENT--LANGLOIS, JESKEY, BLOUIN, THERIAULT
ORDINANCE--SULLIVAN, CELLUPICA, BORCHERS, KILBRIDE
PUBLIC WORKS--PARENT, JESKEY, SULLIVAN, CROTEAU
PUBLIC BUILDINGS--MORIN, SAUCIER, BORCHERS, KILBRIDE
PUBLIC WELFARE--BORCHERS, CELLUPICA, SULLIVAN, THERIAULT
PUBLIC HEALTH--JESKEY, SULLIVAN, LANGLOIS, CROTEAU



CITY OF BERLIN, New Hampshire

ELECTRIC LIGHTS--BLOUIN, SAUCIER, LANGLOIS, CROTEAU
PARKING METERS--THERIAULT, BLOUIN, PARENT, JESKEY
RECREATION--BORCHERS, CELLUPICA, MORIN, KILBRIDE
HIGHER EDUCATION--MORIN, CELLUPICA, PARENT, KILBRIDE
INSURANCE--JESKEY, BLOUIN, BORCHERS, THERIAULT
SALARIES--THERIAULT, SULLIVAN, LANGLOIS, SAUCIER
WAYS AND MEANS--CELLUPICA, KILBRIDE, BLOUIN, LANGLOIS

BOARD OF ASSESSORS

FRED G. HAYES--TERM EXPIRES 1964
CLOVIS MORIN--TERM EXPIRES 1963 LEON T. DUBEY--TERM EXPIRES 1965

BOARD OF EDUCATION

MRS. CHANNING EVANS--TERM EXPIRES 1963
ROBERT MURPHY--TERM EXPIRES 1964 ROBERT RYAN--TERM EXPIRES 1965

PARKS AND PLAYGROUNDS COMMISSION

MRS. OLIVE THIBODEAU--TERM EXPIRES 1963
GUSS ROONEY--TERM EXPIRES 1964 WARREN LANGLEY--TERM EXPIRES 1965

BOARD OF WATER COMMISSIONERS

ROLAND J. BRIDEAU--TERM EXPIRES 1963
MICHAEL I. MURPHY--TERM EXPIRES 1964 RICHARD GUNN--TERM EXPIRES 1965
EDWARD MURPHY--TERM EXPIRES 1966

BOARD OF HEALTH

MRS. FREDERICK WALKER--TERM EXPIRES 1963
DR. E. M. DANAIS--TERM EXPIRES 1964 WILLIAM BARRETT--TERM EXPIRES 1965

POLICE COMMISSION

MARK HAMLIN--CHAIRMAN--TERM EXPIRED 1962 GERARD CARON--TERM EXPIRES 1963

PLANNING BOARD

JACK BOWMAN--TERM EXPIRES 1965
HONORABLE EDWARD SCHEUTTE P. J. HINCHEY--VICE-CHAIRMAN
TERM EXPIRES--1964
PAUL LESSARD--SECRETARY HERBERT SPEAR--TREASURER
TERM EXPIRES--1963 TERM EXPIRES--1968
ROMEO LAVIGNE--TERM EXPIRES 1966 LOUIS RANCOURT--TERM EXPIRES 1967
DENNIS KILBRIDE--COUNCIL MEMBER C. J. BRUNGOT--CITY ENGINEER



CITY OF BERLIN, New Hampshire

LIBRARY

LORRAINE RIVARD
EDWIN BOWDEN PAUL MORIN

BERLIN MUNICIPAL COURT

JUSTICE J. LOUIS BLAIS
ASSOCIATE JUSTICE GEORGE H. KEOUGH CLERK OF COURT ROBERT CALAMARI

CEMETERY TRUSTEES

MICHAEL IRWIN MURPHY
CHANNING EVANS J. MURRAY HAMILTON

WARD OFFICERS

MODERATORS

WARD 1: LOUIS MONTMINY	WARD 3: LAWRENCE MOREL
WARD 2: HARVEY G. ROBERGE	WARD 4: RICHARD DEMERS

WARD CLERKS

WARD 1: LIONEL SAUCIER	WARD 3: WALLACE MARTIN
WARD 2: WILFRED BREAUULT	WARD 4: OSCAR J. CARRIER

SUPERVISORS OF CHECK LISTS

WARD 1: GERARD J. DUSSAULT	WARD 3: LOUIS DELORGE
FERNANDO PINETTE	EDWARD LANGLOIS
ALCIDE E. VALLIERE	JOHN MORTON
WARD 2: JAMES D. AYLWARD	WARD 4: WILFRED DEMERS
DAN A. BOULAY	ERNEST J. FONTAINE
DAN N. HAGGART	EMILE RAMSAY



CITY OF BERLIN, New Hampshire

PRESENT EXECUTIVE AND ADMINISTRATIVE SERVICE

CITY MANAGER	STANLEY W. JUDKINS
CITY CLERK	MARY MORGAN
CITY TREASURER	LOUIS DELORGE, JR.
CITY AUDITOR	LEO J. CAMPAGNA
CITY ENGINEER--STREET AND SEWER COMMISSIONER	CLARENCE BRUNGOT

Correction Page 5

Error: City Treasurer Richard L. Roberge not Louis Delorge, Jr.
Omitted: Water Works Superintendent--Ernest E. Tankard

CITY SOLICITOR	ARTHUR J. BERGERON
OVERSEER OF THE POOR	MAURICE BELANGER
HEALTH OFFICER AND MILK INSPECTOR	EDWARD MONTMINY
CITY MARSHAL (POLICE CHIEF)	PAUL TREMBLAY
SUPERINTENDENT OF SCHOOLS	LAWRENCE W. DWYER
RECREATION DIRECTOR	ROBERT LOWE
LIBRARIAN	GERMAINE THOMPSON
FIRE CHIEF	ADELARD LABRANCHE
CITY ELECTRICIAN	LEO DUBOIS
DOG CONSTABLE	ALFRED J. SINIBALDI



CITY OF BERLIN, New Hampshire

To the Citizens of Berlin:

This is a report of the activities of the City Government for the fiscal year ended January 31, 1963. The activities described in it reflect the manner in which the administrative staff have carried out the policies as determined by the Mayor and City Council in their capacity as representatives of the people of Berlin.

The progress and accomplishments during the past year could not have been achieved without the splendid cooperation between the City Council, Department Heads and City employees.

There is a great deal in the City of Berlin of which all of us can be justly proud. However, we are not perfect, nor perhaps will we ever be, but I feel confident that the combined efforts of all our fellow-citizens, especially those many civic-minded men and women serving on our various boards and committees, can only result in a bigger and better Berlin.

Within the first few weeks of this forthcoming new fiscal year, the Fantus Corporation will present the results of their Industrial survey to the Berlin City Council, the Industrial Development Committee and the Planning Board. Through the implementation of this survey by the members of these groups, we feel confident that we will be able to stimulate greater interest on the part of both industry and business to locate in our area.

There are a lot of problems which must be faced by all of the citizens of Berlin, but those of us who are in a position to do so, will try to point the way to the final solution of all of them.

In the coming months we will be working with an entirely new form of government; that of the Council-Manager Concept. Although this form of government is new to the people of Berlin, it has had a long and distinguished record in many of our nation's communities, both large and small, and should be given a fair chance if we are to reap the benefits which could be available.

During the coming year we will all be facing many changes and problems. If we put the best interests of the City of Berlin before all else, the challenges which face us can be easily overcome, and we will all have a part in leading the City of Berlin to the position of leadership which should be our right, as the only City in the northern portion of the State of New Hampshire.

Our future depends upon the plans and foresight of our citizens of the present. We must all make the most of our present opportunities if we are to lead the way to a greater future for Berlin.

Edward L. Schuette
Mayor



CITY OF BERLIN, New Hampshire

HIGHLIGHTS OF THE PAST YEAR

The Industrial Development Committee has expanded to include members of the surrounding communities in an effort to become more familiar with mutual problems, and to stimulate greater interest on the part of our neighbors in the overall industrial development problems of the Berlin Area.

In order to take advantage of its many services and meetings, the City Council voted to have the City of Berlin become a member of the New Hampshire Municipal Association.

Berlin voters, by a substantial margin of those who voted on the issue, voted to have the Council-Manager form of government, which became effective January 1, 1963.

Periodic reports were made to the Berlin Planning Board by Mr. Hans Klunder, Planning Consultant, who was hired by the City and State to conduct a Planning Survey of the City of Berlin, and to present to the Berlin City Council a Master Plan based on future needs of the City and Citizens of Berlin.

The City Council approved the purchase of new equipment for the Public Works Department in order to overcome excess repair costs of obsolete equipment, and to provide more efficient and greater services to the taxpayers of Berlin.

The investigation made into the feasibility of installing mechanized accounting methods shows that not only can money be saved, but much greater efficiency can be obtained with city and departmental financial reports being prepared in only a fraction of the time needed under present methods.

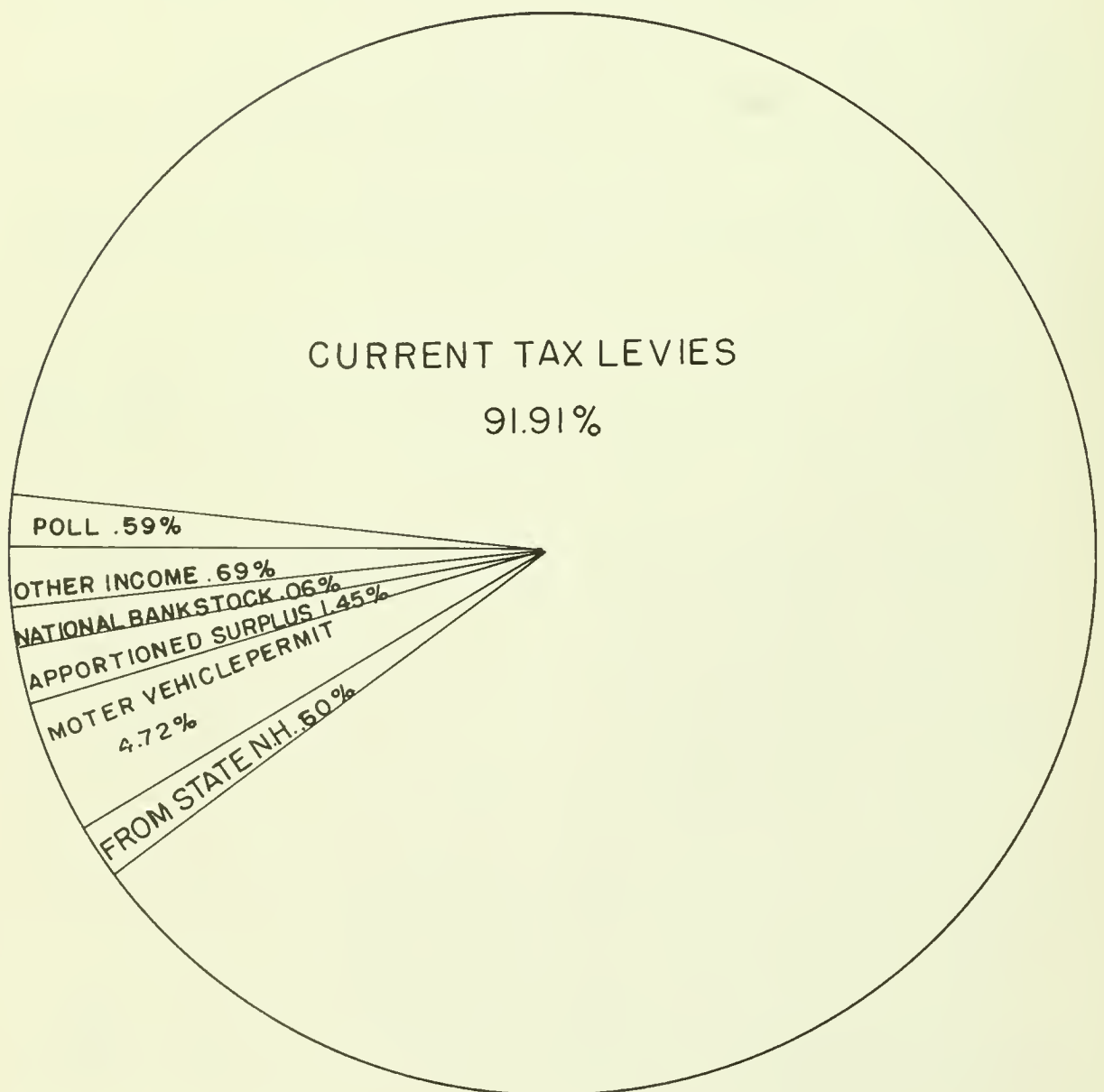
Through long range planning in the use of such equipment, some personnel can be eliminated completely, while others would be relieved of routine duties allowing them to concentrate on matters of greater value to the city.

The installation of sprinkler systems in the public schools has not only resulted in greater fire protection for our children, but it has also reflected in the reduction of our insurance rates on school property.



CITY OF BERLIN, New Hampshire

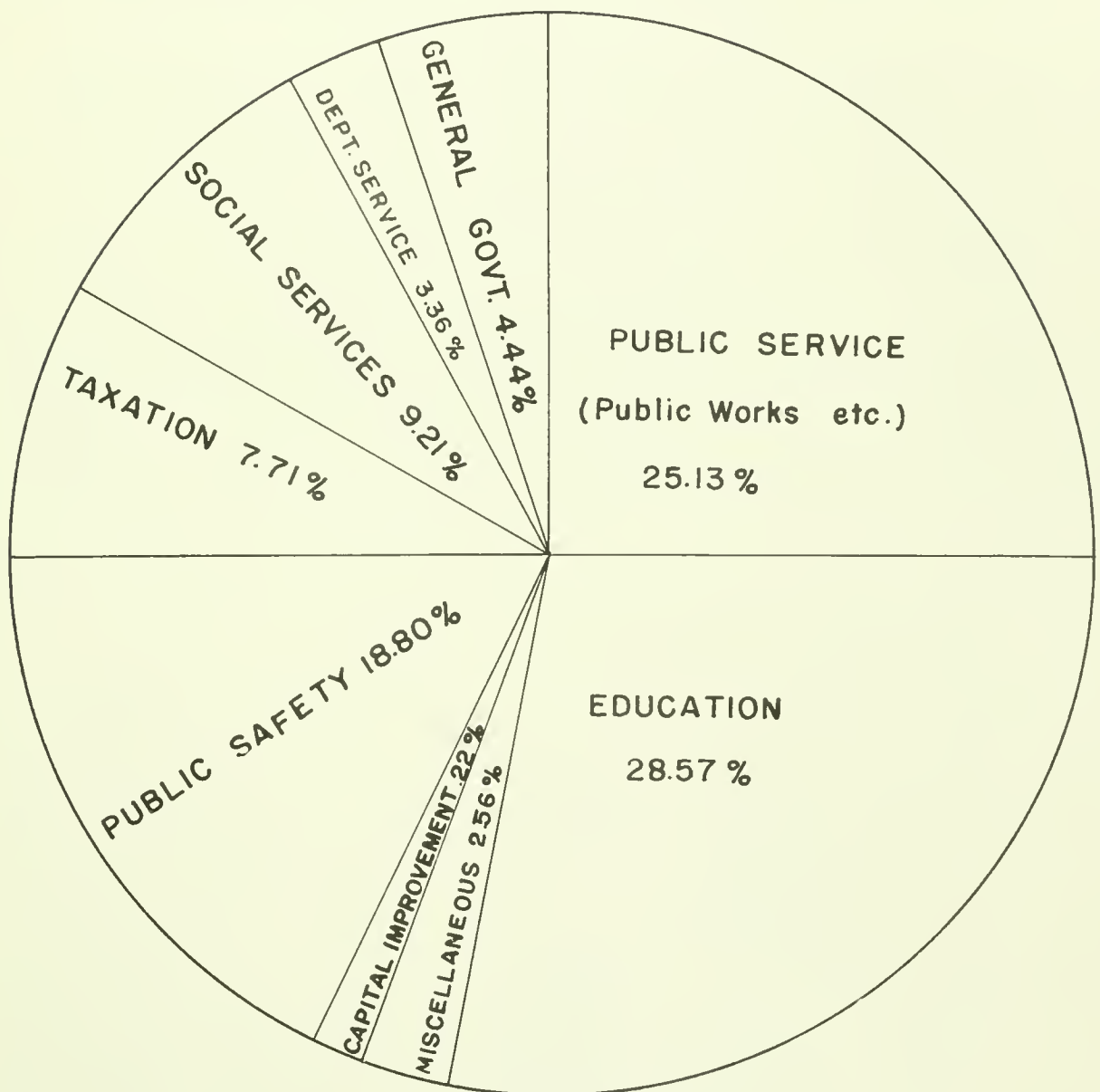
THIS IS WHERE FUNDS CAME FROM





CITY OF BERLIN, New Hampshire

THIS IS HOW FUNDS WERE EXPENDED





CITY OF BERLIN, New Hampshire

CITY CLERK

Expenditures: \$16,952.43

Percentage of Budget 0.7%

Employees: 3

The office of the city clerk is responsible for filing all Financing Statements; recording vital statistics; issuing marriage licenses; giving copies of birth certificates to parents and copies of all vital statistics to Concord; acting as clerk of Council; recording minutes of council meetings; filing all communications-petition, etc.; issuing permits for registration of cars; selling cemetery lots and recording cemetery deeds; issuing orders for digging graves; collecting bills for work done by Public Works and Fire Departments; keeping cash book of all cash transactions in office; issuing report to City Treasurer each month of all monies collected; issuing dog licenses; issuing report to Retirement System each month; processing Metropolitan sick and death benefit claims; preparing ballots and warrants for municipal and other elections; and acting as Agent for Fish & Game Department.

In performing the above duties the office of city clerk has collected the following sums:

Automobile taxes	\$97,188.15	
Dog taxes	1,511.00	
City Hall	206.94	
Public Works	5,677.72	
Fire Department	10,158.38	
Municipal Halls	123.00	
Election Expenses	55.00	
City Clerk's Dept.	4,397.75	
Tax Deeds	20.00	
Airport	<u>120.00</u>	
TOTAL		\$119,457.94



CITY OF BERLIN, New Hampshire

Vital Statistics

The following tabulation shows the listings of marriages, births and deaths as recorded during the past five years:

	1958	1959	1960	1961	1962
Marriages	122	137	128	111	124
Births	585	516	483	424	394
Deaths	186	184	191	191	186

CITY TREASURER

Expenditures: \$7,118.80

Percentage of Budget 0.3%

Employees: 1 regular; 1 part-time

The City Treasurer's office maintains accounting records (controls); prepares and presents financial statements and reports; deposits funds in designated depositories; disburses City funds as ordered by City Council; prepares necessary papers for the borrowing of monies on either short or long term basis; maintains adequate records as to Debt in accordance with state statutes and/or regulations; and also acts as treasurer of the board of education.

The following report shows the fiscal transactions handled by this office.

Year ended January 31, 1963

Cash in Banks--January 31, 1962

Berlin City National Bank		
General Account	86,493.37	
Payroll Account	00.00	
Parking Meter Fund	<u>10,101.09</u>	96,594.46
Berlin Co-operative Bank		
Budnick Trust Fund		432.31
Boston Safe Deposit & Trust Co.		
General Account		300.00
City Savings Bank		
General Funds	666.07	
School Fund	<u>3,500.00</u>	4,166.07
L'Ange Gardien Credit Union		
General Funds	1,939.53	
School Fund	<u>18,000.00</u>	19,939.53
National Shawmut Bank of Boston		
General Fund		<u>300.00</u>
		121,732.37



CITY OF BERLIN, New Hampshire

Receipts:

Budget Accounts:

Departmental Credits	179,141.44	
Current Taxes	1,865,891.86	
Miscellaneous Taxes	10,930.72	
Motor Vehicle Permit Fees	96,998.63	
Other Income	10,174.00	
State Share of Yield Taxes	<u>455.87</u>	2,163,592.52

Non-Budget Accounts:

Bounty on Animals	9.00	
Equipment Bonds and Notes	102,000.00	
School Bonds	100,000.00	
Tax Deeds	23.00	
Tax Sales	7,789.49	
Poll Taxes - Prior Years	2,410.00	
Property Taxes - Prior Years	71,178.78	
Head Taxes	44,180.00	
Tax Anticipation Notes	1,100,000.00	
Budnick Trust Fund	17.46	
Parking Meter Fund	<u>20,295.11</u>	<u>1,447,902.84</u>

Total Receipts 3,611,495.36

TOTAL CASH AVAILABLE 3,733,227.73

Disbursements:

Budget Accounts:

Appropriations	2,296,476.90	
Less--Non-Cash charges	<u>6,988.34</u>	
	2,289,488.56	
Motor Vehicle Permit Fees	1,770.75	
Other Income	<u>630.83</u>	2,291,890.14

Non-Budget Accounts:

Bounty on Animals	1.00	
Tax Deeds	158.54	
Tax Sales	12,299.87	
Head Taxes Remitted to State	41,158.50	
Tax Anticipation Notes	1,100,000.00	
State of N. H.-yield Taxes	368.72	
Parking Meter Fund	25,890.65	
Equipment Fund	91,734.06	
School Fund	<u>38,422.26</u>	<u>1,310,033.60</u>

Total Disbursements 3,601,923.74

BALANCE 131,303.99



CITY OF BERLIN, New Hampshire

Cash in Banks--January 31, 1963

Berlin City National Bank		
General Account	29,667.81	
Payroll Account	00.00	
Equipment Fund	10,265.94	
Parking Meter Fund	<u>4,505.55</u>	44,439.30
Berlin Co-operative Bank		
Budnick Trust Fund		449.77
Boston Safe Deposit & Trust Co.		
General Account		300.00
L'Ange Gardien Credit Union		
General Funds	2,737.19	
School Fund	<u>18,000.00</u>	20,737.19
National Shawmut Bank		
General Funds	299.99	
School Fund	<u>65,077.74</u>	65,377.73
AS ABOVE		131,303.99

CITY TAX COLLECTOR

Expenditures: \$15,786.80 Percentage of Budget 0.7%

Employees: 3

This office collects the taxes; maintains property, head and poll tax records; prepares tax lists; sends bills to taxpayers; deposits tax monies in designated bank; prepares verification notices for the City Auditor; and provides verification slips to taxpayers for registration of cars.

This office collected \$1,926,178.64 in property taxes, \$13,302.00 in polls and \$43,984.50 in head taxes.

ASSESSORS

Expenditures: \$8,931.37 Percentage of Budget 0.3%

Employees: 1 regular; 3 part-time

This department has the responsibility of maintaining a complete record of all property and persons in the City of Berlin subject to taxation and establishes the valuation of all real and personal property for tax purposes. Records are brought up to date by checking building permits, by field observation and by recording transfers of ownership. The annual tax rate is determined by dividing the net requirements of the City by the assessed valuation.



CITY OF BERLIN, New Hampshire

The following is the inventory of taxable property of the City of Berlin for the year 1962.

Lands and Buildings	\$12,171,101.00
Mills and Machinery	12,575,180.00
House Trailers 30	30,600.00
Electric Plants	2,954,100.00
Stock in Trade	2,607,130.00
Boats	2,230.00
Horses 36	2,750.00
Cows 29	2,900.00
Neat Stock 3	250.00
Fowls 1,470	1,470.00
Construction Machinery	20,850.00
Gasoline Pumps & Tanks	48,355.00

Total Gross Valuation Before Exemption 30,416,916.00

Less: Exemption to Veterans & Blind 1,054,220.00

Net Valuation on Which Tax Rate is Computed \$29,362,696.00

TAX RATE: \$66.00 per thousand

Taxes Committed to Collector:

Property	\$ 1,937,937.94
Poll Taxes 6,962 @ \$2.00	13,924.00
National Bank Stock Taxes	<u>1,264.27</u>

TOTAL TAXES COMMITTED \$ 1,953,126.21

SPECIAL WARRANTS TO TAX COLLECTOR

Property Taxes 1962	\$ 374.22
Yield Taxes 1962	3,357.94
Poll Taxes 1962	176.00
Poll Taxes 1961	98.00
Poll Taxes 1960	4.00
Head Taxes 1962 - State of N. H. 8,877 @ \$5.00	44,385.00



CITY OF BERLIN, New Hampshire

ABATEMENTS

Year of Committment	Poll Tax	Head Tax	Real Estate And Personal
1962	196.00	540.00	1,619.42
1961	320.00	940.00	625.80
1960	64.00	175.00	347.20
1959	54.00	165.00	92.30
1958	34.00	105.00	
1957	26.00	80.00	
1956	26.00	70.00	
1955	22.00	155.00	
1954	14.00		
1953	24.00		
1952	48.00		

MUNICIPAL COURT

Expenditures: \$3,425.00 Percentage of Budget 0.15%

Employees: 2 part-time

Function:

To have original jurisdiction, subject to appeal, of all crimes and offenses committed within confines of the city, or within any town in Coos County which has no municipal court; maintain adequate records of all cases tried, disposition of same and account for fines and forfeits.

The fiscal report on the court is as follows:

Balance on Hand January 31, 1962		\$1,083.50
Income from Fines	\$4,482.00	
Small Claims Income	203.75	
Other Income	<u>43.00</u>	
		<u>4,728.75</u>
TOTAL INCOME:		<u>\$5,812.25</u>



CITY OF BERLIN, New Hampshire

DISBURSEMENTS:

State Departments:

Motor Vehicle Department	\$2,067.00	
Fish and Game Department	216.00	
Dept. of Employment Security	<u>40.50</u>	
		\$2,323.50

City Treasury		1,885.75
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Small Claims:

Judge J. L. Blais	134.00	
Judge G. H. Keough	<u>29.00</u>	
		163.00

Miscellaneous Court Expenses:

Operating Expenses	163.25	
Bank Charges	<u>3.74</u>	
		<u>166.99</u>

TOTAL DISBURSEMENTS:		\$4,539.24
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Cash in Bank, January 31, 1963		665.01
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Cash on hand, January 31, 1963		608.00
		<u>\$5,812.25</u>

POLICE

Expenditures: \$181,869.41	Percentage of Budget	7.9%
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Employees: 34

The function of this department is to prevent crime, preserve the peace, protect life and property and to detain those who have committed criminal acts. This department is charged with enforcement of the laws and ordinance of the city. An increasingly growing problem of this department is traffic control.

The following tabulation shows the arrests and other activities of the department during the past year:



CITY OF BERLIN, New Hampshire

ARRESTS

Males.....	318
Females.....	7
Total number of arrests.....	325

OFFENSES

Assault.....	17
Breaking & Entering.....	13
Breach of Peace.....	9
Drunkenness.....	84
Larceny - Theft - Except auto theft.....	12
Disorderly Conduct.....	3
Indecent Exposure.....	2
Non Support.....	4
Liquor Laws.....	22
Vagrancy.....	1
Embezzlement and Fraud.....	4
Forgery.....	1
Lascivious Behavior.....	2
All other offenses.....	15
Auto Theft.....	17

MOTOR VEHICLE ARREST

Operating while under the influence of liquor.....	22
License Violations.....	10
Defective Equipment.....	1
Red Light.....	9
Speeding.....	36
Crossing yellow line.....	2
Registration Violations.....	7
Failed to keep to right.....	2
Grossly Careless & Negligent Driving.....	7
Leaving Scene of an Accident.....	5
Passing School Bus, Flashing Red Lights.....	2
Other Motor Vehicle Offense.....	16

MISCELLANEOUS

Attempted breaks, reported and Investigated.....	5
Automobile accidents reported.....	227
Automobile accidents investigated.....	229
Automobiles reported stolen.....	29
Automobiles recovered.....	29
Bicycles reported stolen.....	10
Bicycles recovered.....	8
Breaks Investigated.....	30



CITY OF BERLIN, New Hampshire

MISCELLANEOUS--Cont.

Blood delivered, emergency.....	9
Cats taken to burial pit.....	466
Dogs taken to burial pit.....	284
Doors found unlocked and secured.....	470
Escorts to Banks, Post Office and Express Office.....	1200
Loaded trucks checked.....	24
Lost children returned to parents.....	17
Messages delivered.....	101
Persons brought in for other departments.....	3
Persons brought in for questioning.....	143
Persons for lodging.....	209
Persons for safe-keeping, drunkenness.....	194
Persons for safe-keeping, insanity.....	2
Persons taken home.....	31
Persons taken to hospital.....	36
Pigeons, Raccoons, Rabbits, etc. to burial pit.....	13
Premises searched for stolen property.....	1
Railroad cars checked.....	546
Persons reprimanded.....	44
Deaths reported, investigated.....	4
Trucks and cranes escorted.....	18
Windows reported broken.....	25
Windows found open and closed.....	19
Trips to Stewartstown with prisoners.....	25
Trips to Manchester & Concord.....	8
Larceny reported, Investigated.....	74
Robbery reported, Investigated.....	1
Summons served for other departments.....	5
Attempted suicide investigated.....	3
Persons for safekeeping for other departments.....	16
Accidental death investigated.....	1
All other complaints investigated.....	1001

FIRE

Expenditure: \$173,235.50

Percentage of Budget 7.5%

Employees: 31

The Fire Department is responsible for the safety of persons and property from fire. This includes fire prevention as well as fire fighting. Also, the city electrician is part of this department.



CITY OF BERLIN, New Hampshire

During the year, the department answered 360 calls for fires to buildings or contents, 16 calls for fires to mills and factories, 47 calls for grass or brush fires, 21 calls for dump and rubbish fires, 30 calls for automobile or tractor fires, 24 false alarms, 13 shacks and camp fires, 45 miscellaneous calls washing gas off streets, removing ice off public buildings, stand by duty on water main breaks, etc., 4 calls at schools.

The department apparatus traveled 1802 miles and worked 184 hours and 34 minutes on above calls and used the following equipment and material: 8,350 feet of 2 1/2 inch hose, 2,150 of 1 1/2 inch, 60,400 gallons of water from booster tank, 28,625 feet of 3/4 inch booster hose, 1,516 feet of ladder, 20 pounds of extinguisher dry powder, 30 pounds of Co2 chemical. The smoke ejector was used 10 times; the lighting units were operated 3 times; Indian pumps were used 8 times; and the chimney weights were utilized 2 times. All pumps were checked and services.

The following expenditures were made:

Salaries permanent department	\$144,814.12
" " " City call department	2,458.00
" " " Cascade hose company	120.00
" " " Searching for lost person	152.50
" " " Extra duty for fires	70.20
City assessment to firemens pension	8,259.76
Automotive supplies and repairs	351.03
Coal East Side station half of the cost	1,166.77
Fire alarm supplies and repairs	2,083.90
Forest fire half of cost with state	121.58
Fuel oil central station	1,461.29
Gas oil and grease supplies	578.63
Electric supplies for city dept.	2,976.70
Medical payment for injuries	149.42
New Equipment	3,573.18
Public Service Company lights and power	893.31
New England Tel. & Tel. Co.	1,791.30
Paul's Laundry	125.60
Uniform clothing allowance	1,085.00
Western Union Time Service	19.20
Miscellaneous supplies	<u>984.01</u>

EXPENDITURES \$173,235.50

UNEXPENDED BUDGET BALANCE 1,095.52



CITY OF BERLIN, New Hampshire

PLANNING BOARD

Expenditures: \$4500.00

Percentage of Budget 0.2%

Employees: Part-time consultant

City Planning is a continuing municipal function charged with the responsibility of determining community objectives and developing plans for their orderly attainment. City Planning is concerned with the broad patterns of land use and population distribution, development of streets, utilities, recreation areas, housing, schools, parks and other public improvements.

Building Inspection

93 permits were issued during the year, with a total estimated value of \$183,983.00.

These permits divided as follows:

8	permits	new homes		\$76,500.00
6	"	" "	cost unknown	
1	"	to set house trailer		
7	"	additions		8,725.00
9	"	"	cost unknown	
23	"	repairs and alterations		29,638.00
12	"	" "	cost unknown	
9	"	one car garage		8,410.00
3	"	" " "	cost unknown	
4	"	two " "		6,960.00
4	"	" " "	cost unknown	
5	"	signs & replacement		
1	"	3 bay gasoline station		12,500.00
1	"	platform for gas storage		1,250.00
1	"	new bank building		40,000.00
1	"	to move office building		
2	"	to demolish 6 shed & garages		

Sealer's Report Sealer of Weights and Measurers

The Sealer of Weights and Measurers reports the following inspections were made:



CITY OF BERLIN, New Hampshire

SCALES or BALANCES	CHECKED	SATISFACTORY	ADJUSTED-CONDEMNED
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Platform	42	37	5
Counter Platform	20	14	6
Suspension	24	17	7
Counter	32	29	3
Computing	98	75	23
Pers. slot	10	4	6
Weights	161	160	1

MEASURING DEVICES

Cloth & Leather	4	2	2
Yardsticks	9	9	

PUMPS

Gasoline	122	97	25
Grease	38	37	1
Kerosine	2	2	

<u>COAL TRUCKS</u>	2	2	
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<u>PACKAGES</u>	5990	5802	Under Weight--110
			Over " -- 78

Fuel oil trucks have been checked and recorded with the State Inspector, as being done every year.



CITY OF BERLIN, New Hampshire

HEALTH

Expenditure: \$31,066.44

Percentage of Budget 1.35%

Employees: 6

The purpose of this department is to accomplish the objective of providing a healthful community by "preventing disease, prolonging life and promoting physical health and efficiency."

It is our responsibility to enforce, in Berlin, all State and Local Laws, Ordinances, Rules and Regulations pertaining to Public Health.

The principal functions of the department are (1) Preventative Medicine (2) Environmental Sanitation and Laboratory Services (3) Public Health Nursing (4) Health Education and (5) Administration.

The following activities were carried on by the department:

MEDICAL SERVICES

CLINICS - (Totals indicate the number attending for the year)

1. Baby	873
2. Crippled Children	225
3. Dental Fluorine	97
4. Pre-School	1413
5. Tuberculosis	70

PUBLIC HEALTH NURSING

1. Home patients - 731	Nursing Visits	2408
2. Office Patients - 760	Office Nursing Visits	1337
3. Schools (enrollment - Parochial)		2619

OTHER MEDICAL SERVICES

1. Communicable Disease Control (cases reported)	
Chickenpox	199
Dog Bite	1
German Measles	14
Infectious Hepatitis	8
Mumps	214
Scarlet Fever	3
Whooping Cough	28
2. Diabetes Detection	440
3. Hearing Tests	487
4. Immunizations	
Sabin Oral Polio Vaccine	498
Salk Polio Vaccine	732
D. T. P. Vaccine	857
Smallpox Vaccine	364
5. School Physical Examinations	298
6. School Physical Inspections	2924
7. Sight Screening	286
8. Sight Program Referrals	15
9. T.B. Screening Test	933



CITY OF BERLIN, New Hampshire

INSPECTION AND CONTROL SERVICES

Periodic inspection and product analysis is conducted with reference:

1. 8 Dairies - Milk, Cream, Ice Cream and other dairy products.
2. 57 Markets
3. 53 Restuarants - 5 Itinerant Restuarants.
4. Other Services:
 - a. Rodent Control - @ City Sanitary Land Fill
 - b. Nuisance Control - (37 registered during the year).

ADMINISTRATIVE

STATISTICAL

1.	Births Recorded	394
	Stillbirths Recorded	11
2.	Deaths Recorded	186
3.	Child Hygiene	
	a. Babies under supervision	143
	b. Pre-Schoolers under supervision	1356
4.	Licenses Issued	
	a. Milk	
	1-Store dealers	58
	2-Dealers (Dairymen)	8
	b. Restuarants	58

WELFARE

Expenditures: \$108,625.41

Percentage of Budget 4.73%

Employees: 3

The function of this Department is to defray expenses for the needy who fall in the category of the poor in consideration of their legal settlement in accordance with the laws of the State of New Hampshire.

The department made the following expenditures in providing welfare aid:



CITY OF BERLIN, New Hampshire

Appropriation allotted for the Welfare Project	\$12,000.00	
Departmental refunds	908.75	
Total funds available for Project	12,908.75	
Expended for Project	16,537.34	
Deficit of		\$3,628.59

Appropriation allotted for Relief	\$88,000.00	
Refunds paid to the Department	3,258.64	
Total funds available for Relief	91,258.64	
Expended for Relief	93,054.82	
Deficit of		\$1,796.18

Grand Total Deficit		\$5,424.77
---------------------	--	------------

Expended for Relief:

Old Age Assistance Cases	\$21,470.07
Alien Old Age Assistance Cases	15,841.48
Totally Disabled Cases	10,560.99
Veterans' Aid	6,140.35
Administration	13,832.47
Town Poor	25,209.46

Total Aid Given	\$93,054.82
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Case Load:

Cases aided during the year	259
Total Individuals	444

PARKS & PLAYGROUNDS

Expenditures: \$49,372.72	Percentage of Budget 2.15%
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Employees: 5 regular, 9 part-time

The function of this department is to maintain and provide adequate Parks & Playgrounds, plus an interesting and well-balanced Recreation program for all age groups in the City.

The Parks and Playgrounds Department erected a new eight foot chain link fence, two hundred and fifty feet in length, along Unity Street which surrounds Central Park Playground now on three sides. This fence eliminated a dangerous crossing from sidewalk to playground. With this improvement Central Park is fenced for safety and effective operation. Another fence was erected along the outside boundary of



CITY OF BERLIN, New Hampshire

PARKS & PLAYGROUNDS-Cont.

the three tennis courts in Community Field, running about seventy-five feet in length and six feet in height, which first of all provides for satisfactory play and better supervision for teenage dances outside on Friday evenings.

A new baseball scoreboard was installed at Memorial Field by the department in deep Center field. The scoreboard is removed in the Fall and stored in the Field house at Community Field.

Glen Avenue Park, World War I Memorial Park, Central Park, Memorial Field and Community Field all have steel flag poles with flags given to the department by the Veterans of Foreign Wars.

The Recreation Center now has a new sign on the front of the building with green lettering on an aluminum background "Recreation Center".

The Department took an active part in getting under way several City-wide events and organizing city-wide groups in recreation programs and assisting other groups on a volunteer basis.

This past year the Department organized with personnel from Brown Company, a bocce league or bowling on the green at Central Park Playground. The initial meeting was set up by the director with Company leaders and a team league was formed. Much interest was shown by the thirty men that took part and from the reports received this coming year should see an increase in teams participating.

On five successive Friday evenings on the tennis courts, a "Teen Queen" contest was conducted with the Berlin Women's Club and the Women's Professional Business Club acting as judges. Each week the judges selected five girls who were picked on rules set up by the department and a Queen was selected at the end of the contest and awarded a prize from a local merchant. This was part of the teenage summer dances on the tennis courts.

Sixty children between the ages of 9-12 were taken to Santa's Village for winning various contests held on their respective playgrounds. The interest shown by all the children taking part was unanimous and will be conducted this coming year.

The Men's Volleyball League increased to eight teams which indicates the high interest in this sport. Over eighty men registered for this activity, sponsored by the Eagles Club, Robichaud Garage, Brown Company, Granite State, National Guard, Julies, Merchants and Public Service. The league All Stars engaged the strong Auburn Maine Y.M.C.A.



CITY OF BERLIN, New Hampshire

PARKS & PLAYGROUNDS-Cont.

team on a home to home basis. Other recreation departments in the state that have leagues are being contacted to see if a state recreation volleyball league can be organized.

LIBRARY

Expenditures: \$22,848.17

Percentage of Budget 0.98%

Employees: 4 regular, 2 part-time

Under the direction of the Library Trustees, a public library is maintained for the use and convenience of the people of this community.

The circulation in 1962 has shown a decided increase over the 1961 figure. We are happy to report a circulation of 59,294. Again this year, checking the Best Seller list and "What Americans are reading", we find the library has at least 90% of all books listed. The Adult Department featured many displays of books with posters and decorations. Many favorable comments have been made about the work put in these posters and decorations.

The telephone still continues to play a large role in the daily work at the library. Many questions are answered and arguments settled.

Children's Department

The Children's Department was redecorated during the summer, the painting being done by the City Welfare Department. Business was carried on as usual. New lights were installed as well as the addition of two new bulletin boards. The new lights were needed very much and the new bulletin boards are a great improvement. Book jackets and posters are displayed to better advantage.

Book Week was celebrated from November 13 to November 17 with the slogan "I like books". The poster was most attractive. The table display carried out the theme of the poster and we are grateful to Mr. Bowden, manager of Newberry's, who kindly loaned several dolls for this purpose. The library was open every morning, in addition to regular hours. Classes from local schools visited the library to inspect the new books, register and to receive bookmarks. Many parents and friends of the library came to see the display of new books.



CITY OF BERLIN, New Hampshire

LIBRARY-Cont.

There was a tremendous increase in book circulation this year, due to a stimulated reading program in the schools. Although closed one day during Book Week for Veterans' Day, the circulation reached an all-time high. The largest number of books put out in one day was 479 and the five-day total was 1,456. It was necessary to limit each child to only two books as the library was unable to fulfill the increased demand. The month of November's circulation reached 5,407 and the year's total was 31,205 books. Book Week was very successful and the children look forward to this special week from year to year.

We hope to have an increase in the book budget for 1963, keeping the shelves filled with attractive books available today for children, stimulating this wonderful interest shown in reading.

Library Statistics, 1962

Fiction	17,095	24,015	41,110
General	12	10	22
Philosophy	184	16	200
Religion	153	112	265
Social Science	546	385	931
Philology	119	45	164
Natural Science	540	1,308	1,848
Useful Arts	978	1,012	1,990
Fine Arts	707	521	1,228
Literature	942	186	1,128
French	127	55	182
History	725	644	1,369
Travel	727	374	1,101
Biography	1,445	2,202	3,647
Periodicals	<u>3,789</u>	<u>320</u>	<u>4,109</u>
Total	28,089	31,205	59,294

Accessions, Registrations, Etc.

Number of volumes in Library, December 31, 1962	25,891
Number of volumes purchased in 1962	1,090
Gifts to Library	87
Books lost and discarded	1,936
Total books, December 31, 1962	25,132
Borrowers cards in Library, December 31, 1962	15,605
New registrations	936
Withdrawals	302
Total Registrations	16,239
Books mended	229
Out of town registrations	44
Number of books borrowed from State Library	150



CITY OF BERLIN, New Hampshire

SCHOOL DEPARTMENT

Expenditures: \$656,123.29

Percentage of Budget 28.57%

Employees: 86

The purpose of this function is to finance a program of public education available to all boys and girls in Berlin. The regular program is kindergarten through grade 12 and includes a comprehensive type secondary school program. Adult education is offered, and transportation is provided for both public and parochial school students.

The Importance And The Need

It should be unnecessary in this democracy of ours to have to plead the cause of public education. Through what other process can we preserve our heritage, live in the stirring present, and prepare for an uncertain future? Warren Hill, Commissioner of Education in our neighboring state of Maine, in a recent speech stressed well the importance of education by saying, "Public education, more than anything else, has made it possible for these United States to attain their present position of eminence. Our public schools are not perfect, nor are all children perfect. Nor can the public schools make all children perfect. But there is no greater or more positive force in this country than the public schools - guardians of our culture, wellsprings of patriotism and proficiency, and generators of competency, humaneness and accomplishment."

Education then is absolutely necessary to our preservation and our survival. Our obligation as citizens is to provide for our children to the best of our ability. Representing all the citizens, the Board of Education has an obligation to present these needs to the city government and to the public.

Growth

Despite the fact that over the last few years Berlin's population has remained static or declined, your public schools have added students. For example, in 1960-1961 the total registration was 1515, in 1961-1962 it was 1578 and this year it is 1681. In 1961-1962 there were 126 transfers into the public schools, and in 1962-1963 there have been 150. It is our feeling that this growth will continue. That is the reason for a request for added teachers. Class sizes must be kept at a level where effective teaching can take place. Once again, we shall encourage transfers to register well before September so we can accurately determine teaching assignments.



CITY OF BERLIN, New Hampshire

SCHOOL DEPARTMENT-Cont.

Cost Per Pupil

Much has been said or written about the cost per pupil concerning education. These factors should be taken into consideration when evaluating such figures: Usually the reports are at least two years old and Berlin's school population has grown in that time. The school plants are old, and the cost of maintenance is high. Berlin has mainly experienced teachers, and they cost more than inexperienced teachers. Our custodians receive higher than average pay because of the wage pattern which exists in Berlin. Our schools offer vocational courses which cost more than classroom courses. Our system offers a kindergarten program which is not offered in many places. An extensive adult education program is provided. Special reading help is available in the grades and junior high school for students who are retarded or who have language difficulties. Guidance, testing, and counseling services are offered. These offerings and opportunities are essential to good education and are especially important in Berlin. Not all of our students are college preparatory, and many of them need vocational training as well as specialized help.

It would be cheaper to offer an education program that provided only a building of classrooms, but it wouldn't provide the type of education we must have for our children.

Building Improvements

Many citizens are aware of the major building improvements and installations that have been made in the past few years. These constitute major improvements in our plants and contribute greatly to our educational programs. Some of these are: a complete language laboratory installation next to the language classroom, a general science laboratory in the Junior High School, a biology laboratory in the Senior High School and renovated physics and chemistry laboratories, upgrading of equipment in the print and wood shops, a complete machine shop installation, new equipment in the auto mechanics addition, the electrical wiring and sprinkler installations mentioned elsewhere, extensive repair and replacement of plumbing systems, room and corridor painting in the elementary schools, the addition of a room at Marston School, and a black-topped surface at the Bartlett School.

We feel it is essential to have a constant program of maintenance and building improvement. Otherwise, we may, by delay, cause heavy bills for the future.



CITY OF BERLIN, New Hampshire

SCHOOL DEPARTMENT-Cont.

Fire Protection

Everyone who is interested in our schools and concerned for the safety of our children should feel gratified at the amount of fire protection work done in our schools. Storage areas have been cleaned. Electric wiring has been checked and replaced on a large scale. New current breakers and boxes have been installed to prevent overloading. The latest was work done in the high school stage area - including fireproofing the curtains - and in the Marston School.

Of course the major improvements came with the installation of sprinkler systems in the elementary schools. There is no one device, experts tell us, that is any more effective for fire prevention than sprinklers. The chief cause of deaths in school fires in this country is the inhalation of smoke and toxic gases rather than flames. The early application of water, through sprinklers, will eliminate this hazard to a very great degree.

The City Council can take a great amount of credit for its concern for fire safety in our schools and for its cooperation in eliminating major dangers.

Transportation

As our budget requests indicate, the Board of Education feels that it is imperative that a new bus be added to our fleet. This need is pointed up by the fact that two of the busses are 1955 models and the latest is a 1959 model. As the busses grow older, maintenance costs increase drastically. This past difficult winter has created greater maintenance problems than usual. Five years ago we transported 753 pupils; this year we are transporting 838. These figures do not include kindergarten children for whom transportation is also furnished.

Inside and Outside

This spring and summer will see work being done on the outside walls of our public school buildings. Old patchings and dangerous brick and mortar will be removed. Mortars and bricks will be replaced and many dangerous areas rebuilt. These products should promote good appearance and safety. Our schools can take their place as community assets.



CITY OF BERLIN, New Hampshire

SCHOOL DEPARTMENT-Cont.

Much work has been done on the inside of the elementary schools. This summer, as much as manpower and time will permit, maintenance emphasis will be placed upon painting within the junior and senior high schools. Some of these areas are very drab and take away from the attractive classroom, shop, and laboratory areas that have been developed in the past few years.

Doing the work on the outside of the building should remove the damage which results from leaks through walls. This means that we can proceed with more confidence to do the inside of the walls. The end result should be an interior that is more attractive to the students, staff, and visitors to our high school.

School Lunches

The school lunch program is an accepted part of the educational scene. Fifteen million students participate in this program in this country during the last school year.

We have made progress in Berlin. More needs to be made. The Brown School Cafeteria which feeds over one hundred students a day is outstanding. Much work needs to be done at the Junior High School. An adequate cafeteria program means that there should be a clean, attractive place in which to eat. To continue the improvements already made, progress is necessary in facilities for preparing food, disposing of garbage, and washing of trays and eating utensils.

State Aid

Every budget time reminds us once again of the failure of the State of New Hampshire to pay its fair share for education. The amount paid in general to all communities is small, and the amount paid to Berlin is zero. The legal responsibility for education is the State's. There is no shortage of laws, rules, and statutes coming from the State. To a great degree, this is as it should be. However, there is with this authority a consequent obligation to bear a share of the cost of education on the local level in all communities. This aid apparently will not be forthcoming unless local officials and our representatives to the legislature in Concord are aware of the problem and work to remedy the present inequities. A form of flat grant aid must be added to any formulas to assure equitable treatment for all New Hampshire cities.



CITY OF BERLIN, New Hampshire

PUBLIC WORKS

Expenditures: \$570,134.28

Percentage of Budget 24.83%

Employees: 70

This department is responsible to construct and maintain all streets and sidewalks, sewers, culverts, surface water drains, retaining walls, cemeteries, sanitary land fills, city parking areas and airport; to paint and maintain all bridges, guard rails, traffic signs and control signs; to carry on the leaf and snow and ice control program including all streets and highways within the city limits and all Class 6 to 2 State Roads within the city lines; to carry on street cleaning program throughout the city and to seal and patch (with asphalt) all streets in need of same; to carry on a Clean-Up and Pick-Up program every spring. To operate and maintain a concrete pipe plant when opportunity arises to make our own concrete pipe; to operate a public works garage that maintains city equipment; and to design most of our permanent improvements except for Public Buildings.

Airport

Work at the airport this year was more a maintenance problem than anything else, winter maintenance being the biggest item of cost. The airport was kept open most of the time except during plowing.

City Cemeteries

One or two men were kept at the City Cemeteries during the summer months. Also several days were spent hauling fill to enlarge our present cemeteries.

City Garage

Several new pieces of equipment were purchased this year but we still have many pieces of over-aged equipment that keep our maintenance crew busy at all times.

Garbage Collection

Garbage and refuse collection has been carried on in all parts of the city.

Public Buildings

Small maintenance jobs have been done on Public Buildings by the Public Works Department. Although this is not a primary concern of the Public Works Department it seems that more monies are being spent for this each year.



CITY OF BERLIN, New Hampshire

PUBLIC WORKS-Cont.

Snow Removal

As usual this job takes a great deal of the money out of the Public Works budget every year and it seems that people of this town are asking for more and more service of this kind and are getting more and more uncooperative as the years go by, especially in plowing snow back into the road. How can we, as a department, keep you in good streets and sidewalks if as fast as we clean the streets, citizens either plow or throw the snow back in the street.

Traffic Control

As usual street painting and marking was done in cooperation with the Police Department. This is an area the city should devote more time and money to, especially, if we expect strangers to find their way around our city.

Street Construction

A great deal of money was spent this past year on reconstruction and construction of some of our streets. This type of work should cut down our maintenance in future years if the program is carried on in the future.

Street Maintenance

As usual, a program of patching and sealing streets was carried on this year and, although the rainy days hindered and hampered us, a more extensive program than usual was carried out.

Sewer Maintenance

Many new catch basins and manholes were installed. Washing and cleaning main lines throughout the city keeps a three to four man crew busy most of the time.

New Equipment

Two pieces of heavy equipment, five heavy trucks, two pickups, and one car were purchased.

New Projects

Several new projects were started and not finished, such as the Second Avenue Surface Water Drain, Portland Street Surface Water Drain, Forbush Avenue Surface Water Drain and Hillside Avenue Bridge.



CITY OF BERLIN, New Hampshire

PUBLIC WORKS-Cont.

Expenditures for 1962

1	-	Airport	\$	1,511.49
2	-	Welfare Projects		3,249.27
3	-	Blacksmith Shop		345.06
4	-	Cemetery		5,589.10
6	-	Garage		139,427.97
9	-	Garbage Collection		66,923.34
12	-	Miscellaneous or General		23,726.26
13	-	Office		15,976.48
14	-	Public Buildings		3,857.00
16	-	Snow and Ice Removal		106,856.70
17	-	Traffic Control		2,711.49
19	-	Street Maintenance (Except Cates Hill)		69,725.65
19A	-	Street Improvements		121,263.69
20	-	Sewer Maintenance		22,441.05
20A	-	Sewer Construction		49,623.56
22	-	Construction & Maintenance Overhead		46,068.37
23	-	Engineering		5,909.34
24	-	PWD Storehouse		32,752.28
26	-	New Equipment		8,375.73
		Miscellaneous & Preventive Maintenance		<u>2,722.67</u>
			\$	729,056.50
		Credit for rental on equipment charged		
		To various jobs		158,872.22
		Other credits		<u>42,351.31</u>
		Amount spent less credits	\$	527,832.97

AIRPORT

Expenditures: \$6,938.38

Percentage of Budget 0.3%

The Berlin Municipal Airport is operated under the supervision of the Berlin Airport Authority.



CITY OF BERLIN, New Hampshire

WATER

Expenditures: \$108,013.00

Percentage of Budget: own income

Employees: 11

This provides for water service to the industries, businesses and residences of the City. A charge is made for this service so it is self-supporting.

At water Department expense, twenty-nine new services were installed to the property line. Two mobile trailer units were connected to the system at the owners expense. Eighty-one old services were replaced to the property line at Water Works expense.

The year's precipitation amounted to 2.5 inches more than normal or 40 inches. Water consumption was 1,004,362,350 gallons, 75,000,000 less than last year.

Our major improvement this year was the replacement of 2,000 feet of fourteen- and sixteen-inch pipe along the Jericho Road with cast iron cement-lined pipe. The work completes the two and one-half miles of wooden pipe originally laid in 1927 along the Jericho Road to the Filter Plant. Five and one-half miles of wooden pipe transmission main still extends from the Filter Plant to Godfrey Dam. One mile of this has been replaced leaving a balance of four and one-half miles still to be replaced.

Three new fire hydrants along with the necessary larger water mains were also installed in congested areas providing more efficient domestic service and fire protection.

Water consumption decreased 75,000,000 gallons this year which amounts to about 200,000 gallons per day. This reduction was caused by the repairing of several underground leaks.

The distribution system was enlarged by the laying of 1,426 feet of new mains and the replacement of 2,326 feet of old mains during the year.

We had 197 frozen services in 1962 as compared to 506 in 1961. Troubles started in early February. The bitter cold only lasted two weeks, but along with freeze-ups, breaks in several large underground pipes occurred with no evidence appearing upon the surface. More trouble developed when a crack occurred below the spillway in one of our main distribution reservoirs allowing the water level to drop. The auxiliary ground water system was put into operation and operated continually until the spring freshets filled the reservoir system. After the frost receded, permanent repairs were made.



CITY OF BERLIN, New Hampshire

Godfrey Dam

This is our largest source of water supply and was built in 1927 at an elevation of 1,490 feet above sea level, 490 feet above sea level on Main Street at City Hall. Godfrey reservoir has a storage of 20 million gallons of water. Since the construction of Godfrey Dam in 1927, no work has ever been done on the structure. This year, we repaired the sluice way, city intake entrance and general grouting of cracks and leaks in the main dam.

Ammonoosuc Pipe Line

Times have changed since 1927 when the land was purchased for construction of the Ammonoosuc Pipe Line. The initial work was done with horses and hand labor, and the right of way purchased at that time was only 25 feet in width. Now, with modern mechanical equipment, we need twice this width, so for immediate improvement requirements, we bought an additional 50 foot strip across the Henry St. Laurent property which extends westerly 6,000 feet. We plan to replace 2,000 feet of 16-inch wooden pipe with transite pipe across this property beginning about one mile westerly from the filter plant and extending towards Godfrey Dam. The pipe was purchased this year and delivered upon the site. Work will begin in the Spring. An additional fire hydrant is also planned for next year to be located on Pine Island Avenue. The work will require 1,000 feet of 6-inch water main. These materials are also on hand for the work.

Bean Brook Chlorinator

Building and chlorinating equipment was constructed and put into operation in 1935. The equipment consists of a venturi tube which is connected to mercury wells operating a chlorinator and flow recording meter. With the exception of the chlorinator and venturi meter, all other equipment is now obsolete and replaceable parts are impossible to obtain. We recommend the purchase of modern units so that efficient operation may again be maintained.

Dummer Yard Chlorinator

Building and chlorinating equipment was put into operation in 1936. Equipment consists of a Gem Water Meter purchased by the department in 1912 re-installed at the plant to operate the chlorinator in 1936. This type of water meter was discontinued by the manufacturer about 1940. We recommend the purchase of a venturi tube and modern recording equipment for this operation.

LEO J. CAMPAGNA
CERTIFIED PUBLIC ACCOUNTANT
BOLDUC BUILDING
CONWAY, NEW HAMPSHIRE

—
HICKORY 7-2241

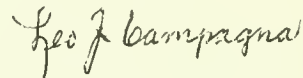
March 18, 1963

To the Honorable Mayor and City Council
Berlin, New Hampshire

Gentlemen:

I have examined the balance sheet of the City of Berlin, New Hampshire, as at January 31, 1963, and the related statements of revenue and expenditures for the year then ended. My examination was made in accordance with generally accepted auditing standards and accordingly included such tests of the accounting records and such other auditing procedures as I considered necessary in the circumstances.

In my opinion, the accompanying financial statements fairly present the financial condition of the City of Berlin as at January 31, 1963, and the results of its operations for the year then ended.



Leo J. Campagna, C.P.A.
City Auditor

City of Berlin, New Hampshire

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January 31, 1963

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Other Funds

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Statement of Income and Expense	Exhibit G

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Statement of Cemetery Trust Funds

List of Surety Bonds

City of Berlin, New Hampshire
General Fund - Balance Sheet
As at January 31, 1963

Exhibit A

Assets

Cash

Berlin City National Bank	\$ 29,667.81	
L'Ange Gardien Credit Union	2,737.19	
The National Shawmut Bank of Boston	299.99	
Boston Safe Deposit & Trust Co.	300.00	
Petty Cash Funds	<u>125.00</u>	\$ 33,129.99

Account Receivable from State of New Hampshire
National Forest Land Tax

1,259.72

Taxes Receivable (Schedule A-1)

100,531.91

Other Assets (Schedule A-2)

Tax Deed Property	3,081.72	
Unredeemed Tax Sales	<u>6,863.15</u>	<u>9,944.87</u>
		<u>\$144,866.49</u>

Liabilities and Surplus

Liabilities

Due to State of New Hampshire		
Head Taxes	\$ 14,037.00	
Yield Taxes	<u>87.79</u>	\$ 14,124.79

Surplus

Unappropriated Surplus (Exhibit B)		<u>130,741.70</u>
		<u>\$144,866.49</u>

City of Berlin, New Hampshire
General Fund - Taxes Receivable
January 31, 1963

Schedule A-1

	<u>Balances</u> <u>Jan.31,'62</u>	<u>Levied</u>	<u>Collected</u>	<u>Abated</u>	<u>Balances</u> <u>Jan.31,'63</u>
<u>Property Taxes</u>					
1962		\$1,939,202.21	\$1,854,999.86	\$1,619.42	\$ 82,582.93
1961	\$72,040.56		71,178.78	625.80	235.98
1960	471.20			347.20	124.00
1959	92.30			92.30	-
	<u>72,604.06</u>	<u>1,939,202.21</u>	<u>1,926,178.64</u>	<u>2,684.72</u>	<u>82,942.91</u>
<u>Poll Taxes</u>					
1962		13,924.00	10,892.00	196.00	2,836.00
1961	2,860.00		2,088.00	320.00	452.00
1960	442.00		104.00	64.00	274.00
1959	246.00		28.00	54.00	164.00
1958	214.00		22.00	34.00	158.00
1957	140.00		18.00	26.00	96.00
1956	108.00		8.00	26.00	74.00
1955	164.00		76.00	22.00	66.00
1954	122.00		20.00	14.00	88.00
1953	124.00		18.00	24.00	82.00
1952	80.00		28.00	48.00	4.00
	<u>4,500.00</u>	<u>13,924.00</u>	<u>13,302.00</u>	<u>828.00</u>	<u>4,294.00</u>
<u>Head Taxes</u>					
1962		45,112.00 (1)	35,367.00	540.00	9,205.00
1961	9,240.00	902.50 (2)	7,807.50	940.00	1,395.00
1960	1,405.00		345.00	175.00	885.00
1959	845.00		125.00	165.00	555.00
1958	685.00		70.00	105.00	510.00
1957	470.00		60.00	80.00	330.00
1956	360.00		45.00	70.00	245.00
1955	490.00		165.00	155.00	170.00
	<u>\$13,495.00</u>	<u>\$ 46,014.50</u>	<u>\$ 43,984.50</u>	<u>\$2,230.00</u>	<u>13,295.00</u>

<u>Taxes Receivable</u>	<u>\$100,531.91</u>
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- (1) Includes \$727.00 uncommitted taxes and penalties.
(2) Uncommitted taxes and penalties.

City of Berlin, New Hampshire
General Fund - Other Assets
January 31, 1963

Schedule A-2

Tax Deed Property

Balance, January 31, 1962	\$2,997.54
Add - Tax Deeds Purchased	<u>155.54</u>
	3,153.08
Deduct - Tax Deed Property Sold	<u>71.36</u>
Balance, January 31, 1963	<u><u>\$3,081.72</u></u>

Unredeemed Tax Sales

	<u>Totals</u>	<u>1961</u>	<u>1960</u>	<u>1959</u>
Balances, January 31, 1962	\$ 2,352.77		\$2,316.16	\$ 36.61
Tax Sale	<u>12,299.87</u>	\$12,299.87		
	14,652.64			
Redemptions	<u>7,789.49</u>	<u>5,954.63</u>	<u>1,798.25</u>	<u>36.61</u>
Balances, January 31, 1963	<u><u>\$ 6,863.15</u></u>	<u><u>\$ 6,345.24</u></u>	<u><u>\$ 517.91</u></u>	<u><u>\$ -</u></u>

City of Berlin, New Hampshire
General Fund - Statement of Surplus
For the Year ended January 31, 1963

Exhibit B

Unappropriated Surplus

Balance, January 31, 1962		\$173,453.32
Add - Budget Surplus (Deficit)		
Revenue (Exhibit C)	\$ 12,002.03	
Expenditures (Exhibit D)	<u>(25,378.41)</u>	<u>(13,376.38)</u>
		160,076.94
Deduct - Surplus Appropriated for Budget		<u>29,335.24</u>
Balance, January 31, 1963		<u><u>\$130,741.70</u></u>

Statement of Net City Debt

January 31, 1963

	<u>1/31/62</u>	<u>1/31/63</u>	<u>Increase</u>
Bonds Outstanding	\$385,000.00	\$534,000.00	\$149,000.00
Less - Unappropriated Surplus	<u>173,453.32</u>	<u>130,741.70</u>	<u>42,711.62</u>
Net City Debt	<u>\$211,546.68</u>	<u>\$403,258.30</u>	<u>\$191,711.62</u>

City of Berlin, New Hampshire
Bonded Indebtedness
January 31, 1963

Schedule B-2

	Issued	Rate	Balance 1/31/62	Retired 1962	Balance 1/31/63	Due 1963	1964	1965	1966 and Subsequent
Public Improvement	4/20/48	2.5 %	\$ 35,000	\$ 5,000	\$ 30,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 15,000
Public Improvement	12/27/49	1.75%	12,000	4,000	8,000	4,000	4,000		
School	8/15/58	3.4 %	255,000	15,000	240,000	15,000	15,000	15,000	195,000
Equipment	10/23/58	3.0 %	28,000	14,000	14,000	14,000			
Equipment	1/5/60	3.25%	30,000	10,000	20,000	10,000	10,000		
Public Improvement	1/25/62	3.0 %	25,000	5,000	20,000	5,000	5,000	5,000	5,000
			<u>\$385,000</u>						
Issued during the year									
School	11/1/62	2.9 %	\$100,000		100,000	10,000	10,000	10,000	70,000
Equipment	11/1/62	2.9 %	90,000		90,000	10,000	10,000	10,000	60,000
Equipment	12/20/62	3.0 %	12,000		12,000	3,000	3,000	3,000	3,000
			<u>\$202,000</u>	<u>\$53,000</u>	<u>\$534,000</u>	<u>\$ 76,000</u>	<u>\$ 62,000</u>	<u>\$ 48,000</u>	<u>\$ 348,000</u>

City of Berlin, New Hampshire
General Fund - Statement of Revenue
For the Year ended January 31, 1963

Exhibit C

	Anticipated Revenue	<u>Actual Revenue</u>		Revenue Surplus (Deficit)
		Collected	Not Collected	
<u>Current Tax Levies</u>				
Real Estate and				
Personal Property	\$1,937,937.94	\$1,853,933.59	\$82,582.93	
National Bank Stock	1,264.27	1,264.27	-	
Poll	13,924.00	10,892.00	2,836.00	
Abatements			1,617.42	
	<u>1,953,126.21</u>	<u>1,866,089.86</u>	<u>87,036.35</u>	
<u>From State of</u>				
<u>New Hampshire</u>				
Interest and Dividends				
Tax	9,171.40	9,171.40		
Railroad Tax	2,762.54	-		
National Forest Land				
Tax	2,561.66	3,019.04		
	<u>14,495.60</u>	<u>12,190.44</u>		(2,305.16)
<u>Motor Vehicle Permit</u>				
<u>Fees</u>	<u>85,000.00</u>	<u>95,227.88</u>		10,227.88
<u>Apportioned Surplus</u>	<u>29,335.24</u>	<u>29,335.24</u>		
<u>Other Income</u>	10,000.00			
Beano Licenses		780.00		
Dog Licenses		1,230.85		
Head Taxes - City's				
Share		4,587.50		
Interest Income		3,340.80		
Junk Licenses		80.00		
Milk Licenses		130.00		
Municipal Halls		123.00		
Restaurant Licesnes		530.00		
Unbudgeted Income		313.61		
Uncommitted Taxes		586.22		
Weights and Measures		149.34		
Yield Taxes		2,279.35		
Loss on Tax Deed Property		(51.36)		
	<u>10,000.00</u>	<u>14,079.31</u>		4,079.31
	<u>\$2,091,957.05</u>	<u>\$2,016,922.73</u>	<u>\$87,036.35</u>	<u>\$12,002.03</u>

City of Berlin, New Hampshire
General Fund - Statement of Expenditures
For the Year ended January 31, 1963

Exhibit D

	<u>Appropriations</u>	<u>Credits</u>	<u>Expenditures</u>	<u>Unexpended or (Overdrawn)</u>
Airport	\$ 4,000.00	\$ 1,741.54	\$ 6,938.38	\$(1,196.84)
Assessors	8,987.08	21.50	8,931.37	77.21
Bonds	48,500.00	4,986.73	53,000.00	486.73
Chamber of Commerce	500.00		500.00	
City Clerk	12,000.00	6,359.70	16,952.43	1,407.27
City Hall	21,081.80	208.77	20,465.87	824.70
City Manager	2,000.00		1,317.80	682.20
City Welfare	100,000.00	3,200.64	108,625.41	(5,424.77)
Civil Defense	1,500.00		1,520.00	(20.00)
County Tax	176,947.17		176,944.17	3.00
Election Expenses	10,000.00	55.00	8,785.10	1,269.90
Fire Department	164,000.00	10,331.02	173,235.50	1,095.52
Group Insurance	20,000.00	19,968.79	30,525.98	9,442.81
Health Department	28,000.00	3,231.48	31,066.44	165.04
Industrial Development	9,000.00	877.92	9,282.69	595.23
Insurance	16,000.00		11,604.33	4,395.67
Interest on Bonds	12,988.50	191.90	12,988.50	191.90
Interest on Notes	11,000.00		11,097.83	(97.83)
Land Purchase	500.00		-	500.00
Library	20,743.00		22,500.00	(1,757.00)
Lighting Streets	32,000.00		28,306.15	3,693.85
Memorial Services	400.00		400.00	
Miscellaneous	10,082.45	166.34	10,373.05	(124.26)
Municipal Court	2,500.00	1,885.75	3,425.00	960.75
N. H. Municipal Ass'n	700.00		421.28	278.72
Overlay	5,000.00		5,027.69	(27.69)
Parks and Playgrounds	46,000.00	3,345.69	49,372.72	(27.03)
Planning Consultant	4,500.00		4,500.00	
Police	183,200.00	928.39	181,869.41	2,258.98
Public Buildings	6,000.00	850.00	6,850.00	
Public Works	482,000.00	42,351.31	570,134.28	(45,782.97)
Salaries	12,810.00		12,646.04	163.96
Schools	579,000.00	77,130.07	656,123.29	6.78
Retirement	31,500.00	992.00	32,671.20	(179.20)
State Aid	5,111.45		5,111.45	
Tax Collector	15,786.80	316.90	15,649.16	454.54
Treasurer	7,118.80		6,814.38	304.42
White Mts. Region Ass'n	500.00		500.00	
	<u>\$2,091,957.05</u>	<u>\$179,141.44</u>	<u>\$2,296,476.90</u>	<u>\$(25,378.41)</u>

City of Berlin, New Hampshire
Municipal Court - Receipts and Disbursements Schedule D-2
For the Year ended January 31, 1963

Balance, January 31, 1962 \$ 1,083.50

Receipts

Fines	\$ 4,482.00	
Small Claims	203.75	
Other	43.00	
	4,728.75	5,812.25

Disbursements

Fines remitted to		
Motor Vehicle Department	2,067.00	
Fish and Game Department	216.00	
Department of Employment Security	40.50	
	2,323.50	
Small Claims Remitted	163.00	
Operating Expenses	166.99	
	2,653.49	3,158.76

Remitted to City Treasurer 1,885.75

Balance, January 31, 1963 \$ 1,273.01

Cash in Bank	\$ 665.01	
Undeposited receipts	608.00	
	<u>\$ 1,273.01</u>	

City of Berlin, New Hampshire
Other Funds - Balance Sheets
As at January 31, 1963

Exhibit F

Parking Meter Fund

Assets

Cash - Berlin City National Bank	\$ 4,505.55
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Surplus

Balance, January 31, 1962	\$ 10,101.09
Add - Net Income (Exhibit G)	19,404.46
	29,505.55
Deduct - Transfer to Public Works Department	25,000.00
	\$ 4,505.55

School Fund

Assets

Cash - L'Ange Gardien Credit Union	\$ 18,000.00
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Liabilities

Land Purchase Contract	
Balance, January 31, 1962	\$ 21,500.00
Less - Paid during the year	3,500.00
	\$ 18,000.00

School Equipment Fund

Assets

Cash - The National Shawmut Bank of Boston	\$ 65,077.74
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Surplus

Proceeds of Bond Issue, November 1, 1962	\$100,000.00
Less - Equipment purchased	34,922.26
	\$ 65,077.74

Departmental Equipment Fund

Assets

Cash - Berlin City National Bank	\$ 10,265.94
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Surplus

Proceeds of Bond Issues	
November 1, 1962	\$ 90,000.00
December 20, 1962	12,000.00
	102,000.00
Less - Equipment purchased	91,734.06
	\$ 10,265.94

Semeon Budnick Trust Fund

Assets

Cash - Berlin Co-operative Bank	\$ 449.77
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Surplus

Original amount of fund		\$ 400.00
Surplus		
Balance, January 31, 1962	\$ 32.31	
Dividends received	17.46	49.77
		\$ 449.77

City of Berlin, New Hampshire
 Other Funds - Statement of Income and Expenses Exhibit G
 For the Year ended January 31, 1963

Parking Meter Fund

Income

Meter Collections	\$ 17,809.77	
Fines	2,316.00	
Damages	<u>169.34</u>	\$ 20,295.11

Expenses

Bank Charges	360.00	
Supplies	134.65	
Municipal Parking Lot		
Reimbursement for Taxes	<u>396.00</u>	<u>890.65</u>

Net Income

\$ 19,404.46

